

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, November 15, 2018 10:04 AM
To: ACT coordinators
Subject: WI Statewide ACT Assessments Update - Nov. 15

Dear educators,

Below are the biweekly updates on statewide ACT and WorkKeys testing for grade 11 students. Thank you for your contributions to a successful testing experience for all students! As a reminder, the [ACT/WorkKeys Schedule of Events](#) for 2018-19 is available. Please add all dates to your calendar and share with your colleagues.

→Manage Participation by November 30 Deadline

All school test coordinators are required to manage participation for their school by November 30. This required process takes about five minutes and involves logging into [PearsonAccessNext](#) and selecting your schools' initial test dates and materials shipping dates for both ACT and WorkKeys. **Test coordinators must complete the manage participation steps twice - once for ACT and once for WorkKeys.** Please refer to pp. 8-10 in the [PearsonAccessNext User Guide for ACT](#) and pp. 9-11 in the [PearsonAccessNext User Guide for WorkKeys](#). The steps are the same for both tests, but must be completed twice - once in the ACT side of the portal and then again in the WorkKeys area of the portal.

Emails to Test Coordinators from ACT

ACT has started communicating with school test coordinators and DACs via email. The emails are coming from statetesting@operations.act.org. The first email was sent on Wednesday, October 31 with the subject "Welcome to ACT/ACT WorkKeys State Testing - WI". The second message was sent on Monday, November 5 to announce that the TAA System is open. A third email was sent on Nov 13. If you are the School Test Coordinator or DAC and you are not receiving these emails, please reach out to Jennifer Bell at DPI for assistance.

Register for ACT/WorkKeys Test Administration Q&A Training Webinar Part 1

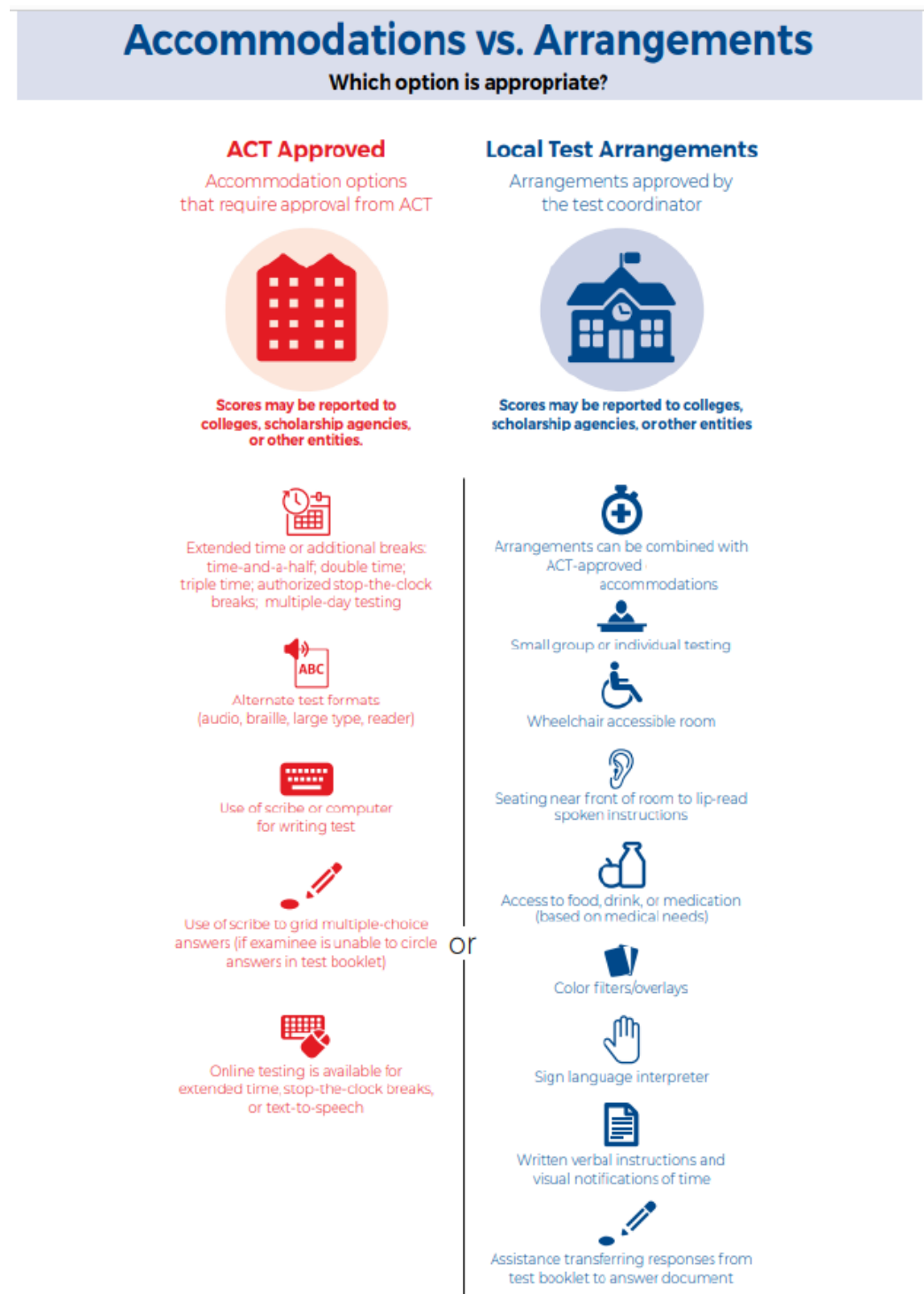
This webinar training and q&a session is intended for ACT and WorkKeys test coordinators. It will be held on November 29 at 10am. Two different test administration training webinars will be held this year - each webinar contains different content. School test coordinators should plan on attending both webinars or watching the recordings which will be posted on the DPI ACT Trainings page. [Please follow this link to register for part 1](#) of the Wisconsin ACT/WorkKeys Test Administration Training Webinar.

→Resources for ACT Accommodations – Requests due by January 11

The [DPI ACT Accommodations website](#) is organized in a checklist format to help those who submit accommodations requests and administer accommodated tests. Please review this page and refer to the documents linked on the page. As a reminder, accommodations requests are due January 11. **Submit accommodations requests for your students as soon as possible** in case additional documentation is requested. Once the accommodation is approved, ACT updates the Enrollment Counts screen in PANext to reflect the materials orders. The order is placed automatically.

Local Arrangements or Accommodations?

The graphic below is adapted from an ACT-produced one-pager. It can help you determine if the support a student needs is a local arrangement which does not need to be requested via the TAA system, or an accommodation, which does need to be submitted via TAA before January 11. [The full list of the most frequently requested accommodations can be found in this document.](#)



Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800; statetesting@act.org

Accommodations: 800-553-6244, ext. 1788; actstateaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

jennifer.bell@dpi.wi.gov

<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

608-266-9798

philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues

Duane Dorn

608-267-1069

duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.